

CLOVIS UNIFIED SCHOOL DISTRICT
Center for Advanced Research and Technology
Position Description

Position:	CART Chief Operating Officer	Work Year:	228 Days
Department:	CART	FLSA:	Exempt
Reports To:	CART Joint Powers Authority Board	Pay Grade:	
		Classification:	Certificated Management Plus Health & Welfare

BASIC FUNCTION:

Provide the overall leadership in carrying out the CART Board vision by planning; organizing and directing and evaluating a project based learning/business model high school which is a joint venture between the Clovis and Fresno Unified School Districts.

REPRESENTATIVE DUTIES:

Provide the vision and direction for the organization, staffing, and operation of the CART.

Establish working relationships and partnerships with private enterprise and civic organizations to secure volunteer instruction and expertise, instructional equipment and supplies, and establish locations for student job shadowing experiences.

Develop programs and partnerships with private and public organizations to integrate education into the competitive labor market and to provide classroom expertise.

- Clearly articulate the importance of technology and the integration with instruction.
- Plan, organize, control, direct, and evaluate instructional activities, extra curricular events, special programs and plant operations.
- Support and implement CART's mission, vision, goals, objectives, and programs.
- Recruit, interview, select, direct, evaluate, and supervise certificated and classified personnel; assign faculty and staff as appropriate to meet CART objective.
- Direct and participate in a planned program of accountability through classroom visitations and observations; recommend discipline, reassignment or termination action as appropriate; document evidence of substandard performance.
- Evaluate staff in accordance with the Standards for the Teaching Profession.
- Plan and direct the business and fiscal operations of school; develop and administer budget; assure proper allocation of funds for instructional and non-instructional equipment and material.
- Design, develop, and implement instructional programs and delivery systems based on project-based learning.
- Direct the implementation of professional development plans for staff.

- Develop authentic assessment for project-based learning.
- Assist in directing the activities of advertising and public relations opportunities ensuring the overall coordination of CART goals.
- Assure the health, safety and welfare of students; oversee attendance, behavior management, counseling, guidance and other support services; provide individual academic and personal counseling to students and parents.
- Maintain close contact with students, faculty and private partners in order to understand and anticipate changes and make necessary revisions.
- Coordinate the maintenance operations of the school plant; assure proper management, maintenance and inventory of materials, equipment, buildings and grounds.
- Prepare and write correspondence, bulletins and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate.
- Maintain close contact with the comprehensive high school principals of the Clovis and Fresno Unified School Districts.
- Achieve and maintain full student capacity by working continuously with school districts feeding students to the program to assure that communications about the educational programs reach all student groups and that student performance is communicated to the home schools.
- Develop information systems to record student activity, accomplishments, job placement, and long range employment outcomes of this form of education to include but not be limited to job placement, salary progression, and career/educational development.
- Attend, conduct, and chair a variety of meetings with faculty and classified staff, parents, community, and business representatives.
- Develop an annual budget for approval by the joint agreement advisory board. Administer the budget in accordance with the policies and guidelines established by the districts.
- Maintain the CART Foundation and oversee the acquisition and expenditure of Foundation funds.
- Develop and prepare agenda items for the Board including special committee meetings.
- Direct the maintenance of comprehensive and complex files pertaining to school personnel, plan facilities, inventories, financial information and contracts.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any Combination equivalent to Master's Degree in education or related field.

Preferred experiences:

- Demonstrated experience in professional development models that develop teachers' skills, methods, strategies, designs, and leadership
- Extensive experience with teaching and learning
- Experience with work-based learning and its connection to school

LICENSES AND OTHER REQUIREMENTS:

- California Teaching Credential and Administrative Services Credential or eligibility through out-of-state credential.
- Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- State-of-the-art technology
- School-to-Career pedagogy
- Recent developments associated with learning theory
- Professional development models that develop teachers' skills, methods, strategies, designs, and professional development models that develop teachers' skills, methods, strategies, designs, and leadership

COMMITMENT TO:

- Serving ALL students
- Lifelong learning
- Innovation and creative thinking
- Entrepreneurial thinking in regard to CART's development

ABILITY TO:

- Take risks associated with innovative curriculum design
- Network with other programs, schools, and agencies
- Build consensus with community, teachers, business partners, students and community agencies as the CART develops
- Build long lasting partnerships with businesses
- Operate with a consultative collaborative management style

WORKING CONDITIONS:

ENVIRONMENT:

- Office and laboratory school environment; subject to constant interruption; subject to driving to off-site locations to conduct work; day and evening meetings and/or supervision

PHYSICAL ABILITIES:

- Speaking to deliver public presentations

HAZARDS:

- Contact with dissatisfied or abusive students, parents, and staff